



## JOB DESCRIPTION

Position Title: **Specialist**

Working Title: **Telecommunications Specialist**

Class Code: 5304

Non-Exempt

EEO Code: 03

Effective Date: August 1, 2001

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### **Major Function**

Administrative and technical work assisting the Telecommunications Division with day-to-day operational functions.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Prepares purchase requisitions for radio, telephone and SGTV equipment and maintains applicable records as necessary.

Performs inventory control duties for the Telecommunications Division, including developing and implementing procedures for maintaining accurate inventory, loss investigation reports and accountability of property records.

Assists in maintaining installations and maintenance schedules, contract maintenance agreements and shop maintenance work orders.

Operates a personal computer to input and retrieve data, to maintain files and reports for the Telecommunications Division.

Operates a switchboard attendant console or ACD queue telephone in answering incoming calls to Seminole County Government.

Compiles division payroll and maintains attendance and leave records.

Supervises the switchboard operation and the associated Telecommunications customer service staff.

Performs other duties as assigned or as may be necessary.

### **Minimum Qualifications**

Knowledge of all County communications systems, including system interfacing, communications terminology, communications procedures, equipment, and County geography. Knowledge of standard office practices and procedures. Knowledge of personal computers and associated software.

Ability to communicate clearly and concisely both orally and in writing. Ability to operate communications equipment, personal computers, and standard office equipment.

High School Diploma or GED and two (2) years communications office experience.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position includes both office and maintenance shop environment. Duties would normally be performed either by sitting at a desk or working at a customer service counter. Duties would also include exposure to high noise environment, high dust environments and exposure to radiant energy.